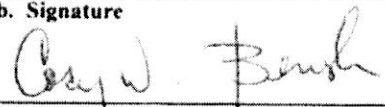
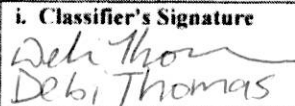


United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Atlanta, GA		2. POSITION NUMBER 70434	
3. CLASSIFICATION ACTION a. Reference of Series and Date of Standards Used to Classify this Position US OPM PCS for Equal Employment Opportunity Series, GS-0260, TS-49, 11/1980.					
b. Title		c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation: Equal Employment Specialist		GS	0260	12	001
4. Supervisor's Recommendation		GS	0260	12	
Equal Opportunity Specialist					
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE Lisa McKinley		
7. ORGANIZATION (Give complete organizational breakdown)			e.		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. Office of Policy and Management			g.		
c. Ofc of Strategic HC Mgmt and Workplace Innovations			h. Employing Office Location		
d. Civil Rights Section Office of Civil Rights			i. Organization Code 90422300-90420200		
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Naima Halim Chestnut, EEO Officer			d. Typed Name and Title of Second-Level Supervisor Cory Berish, Deputy Assistant Regional Administrator		
b. Signature 		c. Date 7/28/2011	e. Signature 		f. Date 7/28/2011
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input checked="" type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input checked="" type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
		e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive		f. Functional Classification Code —	
g. Bargaining Unit Code 8888		h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (<u>0</u> % of time) <input type="checkbox"/> This position is subject to random drug testing ()		i. Classifier's Signature 	
				j. Date 8/5/11	
1. REMARKS Reassignment Action: OPM - 11-187					

Pen & ink change made to
Org. name/code due to
reorg. Effective 10/24/12

INSTRUCTIONS

I. ITEMS

- 1) **DUTY LOCATION:** Show the geographical location of the position, e.g., Washington D.C., New York, NY, etc.
- 2) **POSITION NUMBER:** To be completed by Human Resources Office or Shared Service Center.
- 3) **CLASSIFICATION ACTION:** To be completed by Human Resources Office or Shared Service Center.
- 4) **SUPERVISOR'S RECOMMENDATION:** Show the title service (GS, WG, etc) series and grade recommended by the supervisor.
- 5) **ORGANIZATIONAL TITLE:** Indicate the organizational title of the position if any, e.g., Division Director, Team Leader, etc.
- 6) **NAME:** Name of Employee. If vacant, indicate "vacancy."
- 7) **ORGANIZATION:** Show the organizational designation of the position starting with the first subdivision under the EPA. Indicate the official organizational code for the lowest approved organization.
- 8) **SUPERVISORY/MANAGERIAL DESIGNATION:** To be completed by immediate supervisor.
- 9) **SUPERVISORY CERTIFICATION:** To be certified by the first and second line supervisors who are delegated the responsibility for assigning and reviewing work. Reference appropriate delegations, manuals, and guidelines for limitations on signatory authority. Approval by second line supervisors is not required if the immediate supervisor is an Assistant Administrator, Regional Administrator or Laboratory Director. Signing the position description is an important responsibility; any intentional false or misleading statement in this description or willful misrepresentation thereto is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both (18 U.S.C. 1001).
- 10) **OFFICIAL CLASSIFICATION CERTIFICATION:** To be completed by Human Resources Office or Shared Service Center.
- 11) **REMARKS:** To be completed by Human Resources Office or Shared Service Center.

II. ADDITIONAL INSTRUCTIONS

Type the duties and responsibilities of this position on plain bond paper and attach to this form.

For specific instructions on how to complete this form, please contact your Human Resources Office or Shared Service Center.

III. DISTRIBUTION

Original to official position description file in the Human Resources Office.
Copy to Official Personnel Folder (OPF)
Copy to Employee

Equal Employment Specialist
GS-260-12

INTRODUCTION

This position is located in the Office of Policy and Management, Office of Civil Rights, EPA Region IV. The primary purpose of the position is to serve as the Equal Employment Opportunity Specialist in performing day-to-day and project oriented functions as they relate to civil rights and equal opportunity. These functions include preparing and implementing the Region's Title VI program for external compliance, advising managers and supervisors of the role of the special emphasis programs, providing oversight to the Special Emphasis Program Managers, and coordination of activities as it relates to the Office Policy and Management's responsibilities for Minority Academic Institutions.

DUTIES

- Develops, coordinates, and implements the Region's civil rights, equal opportunity and Title VI (external complaints) programs.
- Coordinates Office of Civil Rights responsibilities for reporting under Minority Academic Institutions (MAI) initiatives; including outreach coordination and recruitment activities. Develops workshops and educational programs.
- Coordinates the Region Title VI program including analyzing for Environmental Justice implications and trends in underserved communities. Including working with HQ Office of Civil Rights to ensure that recipients of EPA financial assistance and others comply with the relevant non-discrimination requirements under federal law.
- Defines equal employment opportunity problem areas under Title VI, identifies reasons for problems and establishes equal opportunity goals where shortfalls exist.
 - Advises management regarding goals that have been previously established in the Title VI program.
 - Briefs management on their progress as it relates to equal opportunity issues under Title VI.
 - Could include conducting investigations and providing analysis of affected communities.
- Provides advice and assistance to the Special Emphasis Program Managers in the Region which includes the Federal Women's Program, Black Employment Program, Hispanic Employment Program, People with Disabilities Employment Program, Asian Pacific American Employment Program, Veteran's Employment, and the American Indian Employment Program.

- Provides input on issues of Diversity.
- Develops, implements, and monitors the Region's Affirmative Employment Plan as it relates to recruitment, hiring, promotions, training, upward mobility, etc. to assure that goals are achieved.
- Gathers, reviews, computes and summarizes statistical data to assure compliance with specific provisions of affirmative action plans and makes recommendations to the EO Officer to determine if there is any equal opportunity impact.
- Collects, compiles, maintains, and reports on employment data to determine progress in achieving EEO goals.
- Reviews regional workforce data to identify under-representation and proposes action to EO Officer to correct any problem areas. Prepares data in graphs, charts, and other formats for presentation.

Factor 1- Knowledge Required by the Position

Level 1-7, 1250 Points

- Knowledge of laws, regulations, Executive orders, procedures and policies governing Federal Equal Employment Opportunity and skill in applying this knowledge to perform a variety of independent, complex work assignments.
- Knowledge of laws, regulations, Executive orders, procedures and policies governing external Equal Employment Opportunity compliance and skill in applying this knowledge to perform a variety of independent, complex work assignments.
- Knowledge of the special equal opportunity problems encountered by women, people with disabilities, and members of other minority groups in the workforce or those seeking employment in the Federal system, including cultural and linguistic barriers and skill in developing concrete action plans and applying conventional fact-finding and analytical methods to develop recommendations for eliminating barriers to equal opportunities.
- Knowledge of the organizational structure, management policies, procedures, and practices of the Region including the functions of subordinate organizations, and the composition of their workforce by occupation, grade level, race, sex and other relevant characteristics.
- Knowledge of the requirements and administration of the Federal personnel management system which includes the basic principles of recruitment, selection, labor relations, appeals and grievances, pay and position classification.

- Knowledge of Minority Academic Institutions and the working relationship between federal entities.
- Skill in communicating effectively, orally, and in writing with managers and employees at all levels of the organization.
- Skill in gathering information, analyzing, making recommendations and resolving complex problems.
- Skill in retrieving data from the Region's Personnel Management System and statistical analysis as required in day-to-day operations, formulation of the Affirmative Employment Plan, and reporting, hiring, and promoting accomplishments within the Region.
- Skill in diversity regarding all aspects of equal employment and equal opportunity including skill in working with a diverse workforce.

Factor 2 – Supervisory Controls Level 2-4, 450 Points

Works under the general supervision of the Regional Equal Opportunity Officer .

The supervisor sets the overall objectives and resources available. The employee and supervisor collaborate in developing deadlines and approaches to unusual or particularly sensitive problems. The employee exercises judgment in planning and carrying out the assignment and selects the appropriate techniques to complete the assignment most adequately. The employee advises the supervisor when major unexpected problems or significant controversial issues arise. Completed work is reviewed in terms of fulfillment of the assignment objectives within established target dates.

Factor 3 - Guidelines Level 3-4, 450 Points

Guidelines include laws, Executive Orders, policy statements, and government wide or agency directives. Guidelines may also include broadly stated or incomplete procedural manuals, which are often inadequate in dealing with unusual cases.

The employee exercises initiative and resourcefulness in extending or redefining guidelines or deviating from established procedures.

Factor 4 – Complexity Level 4-4, 225 Points

The employee performs complete assignments with widely varying duties including the complete cycle of fact-finding, problem definition and identification, determining cause and effect relationships, making conclusions, and recommending a decision or proposing action. Comprehensive analyses of broad policies and practices of the Region and organizations are also performed by the employee.

Factor 5 - Scope and Effect

Level 5-4, 225 Points

The work involves conducting projects to solve broad, difficult and complex equal employment opportunity problems through fact-finding, analysis and consulting efforts.

The work results in resolution of a wide variety of problems and affects the equal employment opportunity of many people.

Factor 6 - Personal Contacts

Level 6-3, 60 Points

Personal contacts are with people outside of EPA such as attorneys, equal employment opportunity specialists from other agencies, union officials, or community organization representatives, in addition to management officials within EPA, employees with the Region, and employees at EPA Headquarters. Contact also includes present or former employees, job applicants, and the general public. The content of each contact is different and the role or authority of each party is identified and developed during the course of the contact.

Factor 7 - Purpose of Contacts

Level 7-3, 120 Points

Contacts are for negotiating and/or clarifying on procedural points and conducting formal or informal interviews of witnesses or other persons having information essential to a complaint case or to persuade individuals. These contacts may require the use of skill in conducting meetings to obtain desired results.

Factor 8 - Physical Demands

Level 8-1, 5 Points

The work is generally performed in an office setting. There is some travel required.

Factor 9 - Work Environment

Level 9-1, 5 Points

The work environment involves everyday risks which require ordinary safety precautions typical of such places as offices, conference rooms, training rooms, libraries, or commercial vehicles. The work area is adequately lighted, heated, and ventilated.

Total Points: 2,790

GS-12

Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employee's time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.

Employee Information		Percentage of Time Spent on Extramural Resources Management	
Name	Lisa McKinley	<input checked="" type="checkbox"/>	This position has no extramural resources management responsibilities.
Position Number			Total extramural resources management duties occupy less than 25% of time.
Title	Equal Employment Specialist		Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.

Series/Grade	260-12		Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
Organization	Office of Policy and Management		

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature	[Signature]	Date	7/26/11
Personnel Specialist's Signature	[Signature]	Date	8/1/11

Part 1. Contracts Management Duties

Pre-award:			Monitors management and performance of delivery orders/work assignments after award
	Plans Procurements		Defines scope of work for work assignments
	Estimates Costs		Approves payment requests of ACH drawdowns
	Obtains funding commitments		Manages cost-reimbursement contracts
	Prepares procurement requests		Reviews invoices
	Writes statements of work		Inspects and accepts deliverables
	Reviews statements of work		Other (list)
	Processes unsolicited proposals		
	Responds to pre-award inquiries		
	Participates in pre-award conferences		Close-out:
	Conducts technical evaluation of proposals		Writes reports on contractor performance, costs, and tasks performed
	Participates in debriefing/protests		Reconciles payments with work performance
	Other (lists)		Closes-out payments
			Performs cost accounting
Post-award:			Provides assistance to Contracting Officer in settling claims
	Prepares delivery orders		Other (list)
	Reviews contractor work plans		
	Reviews contractor progress reports		
	Monitors government-furnished property		
	Monitors cost, management, and overall technical performance of contract after award		Percentage of Time Spent on Contracts Management
			%

Continued

Part 2. Grants/Cooperative Agreements Duties

Advise Grants Management Office of potential

		problems/issues
Pre-application/Application:		Participates in decisions/actions to ensure
Prepares solicitation for proposals		successful project completion and in decisions to
Identifies potential grantees for area of program emphasis		impose sanctions
Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)		Approves payments requests or ACH drawdowns
Provides administrative information to applicants		Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office
Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant		Negotiates amendments
Assists applicant in resolving issues in application		Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)
For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement		When necessary, recommends termination of the agreement
Negotiates level of funding		Resolves with Grants Management Office administrative and financial issues
Conducts site visits to evaluate program capability		Conducts periodic reviews to ensure compliance with agreement
Serves as resource to Selection Panel		Other (list)
Other (list)		
Award:		Close-out:
Prepares funding package, including Decision Memorandum		Certifies deliverables were satisfactory and timely
Obtains concurrences/approvals		Provides assistance to recipients and Grants Management Office to ensure timely close-out
Reviews/concurs in completed document		Reconciles payment with work performed
Establishes project file		Notifies recipient of close-out requirements
Other (list)		Obtains legal assistance if necessary to resolve incomplete close-out
		If project is audited, responds to issues and ensures recipient complies with audit recommendations
		Other (list)
Project Management/Administration:		Percentage of Time Spent on Grants/Cooperative Agreements Management
Monitors recipient's activities and progress		
Reviews reports and deliverables and notifies recipient of comments		%
Provides technical assistance to recipients		
Part 3. Interagency Agreements Duties		
Pre-Agreement:		Monitors cost management and overall technical performance
Plans and negotiates work effort		Participates in decisions about project modification/termination
Estimates costs		Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)
Obtains funding commitments		Inspects and accepts deliverables
Prepares commitment notice		Other (list)
Writes or reviews scope of work		
Responds to pre-agreement inquiries		
Participates in pre-agreement conferences		
Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)		Close-out:
Negotiates and ensures execution of Superfund State Contracts (Superfund only)		Reviews final report
Performs technical evaluation of work plan and budget		Decides on disbursement of equipment
Prepares funding package and obtains necessary concurrences		Reconciles payments with work performed
Other (list)		Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
		Certifies deliverables
		Resolves close-out issues with Grants Management Office/other agency
		Other (list)
Project Management/Administration:		Percentage of Time Spent on Interagency Agreements Management:
Reviews progress reports/financial reports		%

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Atlanta, Georgia		2. POSITION NUMBER [REDACTED]	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position					
Official Allocation	b. Title <i>Equal Opportunity Specialist</i>	c. Service GS	d. Series 0260	e. Grade 12	f. CLC 100
4. SUPERVISOR'S RECOMMENDATION	EQUAL OPPORTUNITY SPECIALIST	GS			
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE [REDACTED]			
7. ORGANIZATION (give complete organizational breakdown)					
a. U. S. ENVIRONMENTAL PROTECTION AGENCY		e.			
b. REGION 4		f.			
c. OFFICE OF POLICY AND MANAGEMENT		g.			
d. OFFICE OF CIVIL RIGHTS & DIVERSITY MANAGEMENT		h. Organizational Code [REDACTED]			
8. SUPERVISORY/MANAGERIAL DESIGNATION					
<input type="checkbox"/> [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide. <input type="checkbox"/> [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment. <input type="checkbox"/> [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager. <input type="checkbox"/> [T] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans. <input type="checkbox"/> [TL] "Team Leader" This position meets the requirements for coverage under Part II of the General Schedule Leader Grade Evaluation Guide. <input type="checkbox"/> [N] None of the above applies. This is a non-supervisory/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor RHONDA BAILEY EQUAL OPPORTUNITY MANAGER		d. Typed Name and Title of Second-Level Supervisor WANDA L. JOHNSON ACTING ARA FOR POLICY AND MANAGEMENT			
b. Signature [REDACTED]		c. Date [REDACTED]			
10. OFFICIAL CLASSIFICATION CERTIFICATION					
a. <input checked="" type="checkbox"/> This position has no promotion potential.		<input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:		b. Fair Labor Standards Act <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt	
				c. Functional Code 00--	
d. Bargaining Unit Code 8888	e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (___ % of time) <input type="checkbox"/> This position is subject to random drug testing ()		f. Signature [REDACTED]		g. Date [REDACTED]
MARKS STATEMENT OF DIFFERENCE: Pen & ink change made to Org. name/code due to reorg; Effective 10/21/12					

**Equal Employment
GS-260-12**

Specialist

INTRODUCTION:

This position is located in the Office of Policy and Management, Office of Civil Rights, EPA Region IV. The primary purpose of the position is to serve as the Equal Employment Opportunity Specialist in performing day-to-day and project-oriented functions as they relate to civil rights and equal opportunity. These functions include preparing and implementing the Region's Affirmative Employment Plan, advising managers and supervisors of the role of the special emphasis programs and pre-complaint counseling, providing oversight to the Special Emphasis Program Managers and EEO Counselors, coordinating discrimination complaints processes, and conducting workforce analyses to determine potential under-representation issues.

DUTIES:

- Develops, coordinates, and implements the Region's civil rights and equal opportunity program.
- Develops, implements, and monitors the Region's Affirmative Employment Plan as it relates to recruitment, hiring, promotions, training, upward mobility, etc. to assure that goals are achieved.
- Gathers, reviews, computes and summarizes statistical data to assure compliance with specific provisions of affirmative action plans and makes recommendations to the EO Officer to determine if there is any equal opportunity impact.
- Collects, compiles, maintains, and reports on employment data to determine progress in achieving EEO goals.
- Reviews regional workforce data to identify under-representation and proposes action to EO Officer to correct any problem areas. Prepares data in graphs, charts, and other formats for presentation.
- Develops workshops and educational programs for EEO counselors.
- Conducts counseling and referral service for all employees upon request or as circumstances may warrant.
- Keeps abreast of the Title VI and MBE/WBE program.

- Provides input in investigations and resolution of discrimination complaints.
- Provides advice and assistance to the Special Emphasis Program Managers in the Region which includes the Federal Women's Program, Black Employment Program, Hispanic Employment Program, People with Disabilities Employment Program, Asian Pacific American Employment Program, and the American Indian Employment Program.
- Acts on behalf of the EO Officer in her absence.
- Defines equal employment opportunity problem areas, identifies reasons for problems and establishes equal opportunity goals where shortfalls exist.
- Advises management regarding goals that have been previously established in the Affirmative Employment Plan.
- Briefs management on their accomplishments as they relate to equal opportunity issues.
- Provides input to issues of Diversity.
- Provides advice and assistance regarding issues of sexual harassment.
- Analyzes management practices, organizational structures, employment patterns, lines of progression (career ladders) to determine their impact on equal employment opportunity and upward mobility.

Factor 1 - Knowledge Required by the Position

- Knowledge of laws, regulations, Executive orders, relevant court decisions, procedures and policies governing Federal Equal Employment Opportunity and skill in applying this knowledge to perform a variety of independent, complex work assignments.
- Knowledge of the special equal opportunity problems encountered by women, people with disabilities, and members of other minority groups in the workforce or those seeking employment in the Federal system, including cultural and linguistic barriers and skill in developing concrete action plans and applying conventional fact-finding and analytical methods to develop recommendations for eliminating barriers to equal opportunities.
- Knowledge of the organizational structure, management policies, procedures, and practices of the Region including the functions of subordinate organizations, and the composition of their workforce by occupation, grade level, race, sex and other relevant characteristics.

-Knowledge of the requirements and administration of the Federal personnel management system which includes the basic principles of recruitment, selection, labor relations, appeals and grievances, pay and position classification.

-Skill in communicating effectively, orally, and in writing with managers and employees at all levels of the organization.

-Skill in gathering information, analyzing, making recommendations and resolving complex problems.

-Skill in retrieving data from the Region's Personnel Management System and statistical analysis as required in day-to-day operations, formulation of the Affirmative Employment Plan, and reporting, hiring, and promoting accomplishments within the Region.

-Skill in diversity regarding all aspects of equal employment and equal opportunity including skill in working with a diverse workforce.

Factor 2 - Supervisory Controls

Works under the general supervision of the Regional Equal Opportunity Officer. The supervisor sets the overall objectives and resources available. The employee and supervisor collaborate in developing deadlines and approaches to unusual or particularly sensitive problems. The employee exercises judgement in planning and carrying out the assignment and selects the appropriate techniques to complete the assignment most adequately. The employee advises the supervisor when major unexpected problems or significant controversial issues arise. Completed work is reviewed in terms of fulfillment of the assignment objectives within established target dates.

Factor 3 - Guidelines

Guidelines include laws, Executive Orders, policy statements, and government-wide or agency directives. Guidelines may also include broadly stated or incomplete procedural manuals, which are often inadequate in dealing with unusual cases.

The employee exercises initiative and resourcefulness in extending or redefining guidelines or deviating from established procedures.

Factor 4 - Complexity

The employee performs complete assignments with widely varying duties including the complete cycle of fact-finding, problem definition and identification, determining cause and effect relationships, making conclusions, and recommending

a decision or proposing action. Comprehensive analyses of broad policies and practices of the Region and organizations are also performed by the employee.

Factor 5 - Scope and Effect

The work involves conducting projects to solve broad, difficult and complex equal employment opportunity problems through fact-finding, analysis and consulting efforts.

The work results in resolution of a wide variety of problems and affects the equal employment opportunity of many people.

Factor 6 - Personal Contacts

Personal contacts are with people outside of EPA such as attorneys, equal employment opportunity specialists from other agencies, union officials, or community organization representatives, in addition to management officials within EPA, employees with the Region, and employees at EPA Headquarters. Contact also includes present or former employees, job applicants, and the general public. The content of each contact is different and the role or authority of each party is identified and developed during the course of the contact.

Factor 7 - Purpose of Contacts

Contacts are for negotiating and/or clarifying on procedural points and conducting formal or informal interviews of witnesses or other persons having information essential to a complaint case or to persuade individuals. These contacts may require the use of skill in conducting meetings to obtain desired results.

Factor 8 - Physical Demands

The work is generally performed in an office setting. There is some travel required.

Factor 9 - Work Environment

The work environment involves everyday risks which require ordinary safety precautions typical of such places as offices, conference rooms, training rooms, libraries, or commercial vehicles. The work area is adequately lighted, heated, and ventilated.

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Atlanta, Georgia		2. POSITION NUMBER [REDACTED]	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position					
	b. Title	c. Service	d. Series	e. Grade	f. CLC
Official Allocation	Equal Employment Manager	GS	0260	14	300
4. SUPERVISOR'S RECOMMENDATION	Equal Employment Manager	GS	0260	14	
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE [REDACTED]			
7. ORGANIZATION (give complete organizational breakdown)					
a. U. S. ENVIRONMENTAL PROTECTION AGENCY		e. Civil Rights Section Office of Civil Rights			
b. Region 4		f.			
c. Office of Policy and Management		g.			
d. Office of Strategic Human Capital Management & Workplace		h. Organizational Code [REDACTED]			
8. SUPERVISORY/MANAGERIAL DESIGNATION					
<input checked="" type="checkbox"/> [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide.					
<input type="checkbox"/> [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.					
<input type="checkbox"/> [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.					
<input type="checkbox"/> [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.					
<input type="checkbox"/> [T] "Team Leader" This position meets the requirements for coverage under Part II of the General Schedule Leader Grade Evaluation Guide.					
<input type="checkbox"/> [N] None of the above applies. This is a non-supervisory/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor [REDACTED]		d. Typed Name and Title of Second-Level Supervisor [REDACTED]			
b. Signature [REDACTED]		c. Date [REDACTED]	e. Signature [REDACTED]		f. Date [REDACTED]
10. OFFICIAL CLASSIFICATION CERTIFICATION					
a. <input checked="" type="checkbox"/> This position has no promotion potential.		<input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:		b. Fair Labor Standards Act <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt	
				c. Functional Code 00	
d. Bargaining Unit Code 8888	e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (___ % of time) <input type="checkbox"/> This position is subject to random drug testing ()		f. Signature [REDACTED]		g. Date [REDACTED]
11. REMARKS STATEMENT OF DIFFERENCE: Pen & ink change made to Org. name/code due to reorg; Effective 10/24/12					

Introduction

This position is located in the Office of Civil Rights, Office of Policy and Management. The Office of Civil Rights has responsibility for Region 4's internal and external equal opportunity and civil rights programs and policies, the Minority Business Enterprise (MBE), Women's Business Enterprise (WBE), Small and Disadvantaged Business Utilization (SBDU), Service to Veteran-Owned Business, Senior Employee Environmental (SEE) and the Alternative Dispute Resolution programs.

The incumbent serves as the principal advisor to the Assistant Regional Administrator, and has responsibility for the planning, development, implementation, and coordination of these programs.

Major Duties and Responsibilities

Serves as the Regional EEO Manager responsible for providing leadership and direction in the formulation, execution and management of policies governing the administration of EEO and related programs. Exercises sound judgment and a high degree of independence and initiative to plan, organize, direct, review and evaluate a positive management oriented equal employment opportunity program.

Actively participates in operational and contingency planning with top level management to ensure affirmative employment programs are effectively integrated with mission goals and objectives and that affirmative employment goals are considered in decision-making processes. Provides analysis of employment trends and conditions to assess program effectiveness and determine need for changes in policies. Assures that reports and studies are available to adequately evaluate the program and provide a firm basis for future planning.

Plans and formulates short and long range plans and programs to develop and implement equal opportunity programs, policies and systems to meet the objectives established in the Region 4 Human Capital Strategy, address systemic barriers to achieving our goals and ensure Region 4 manages human capital effectively. Work includes analysis of systemic problems and issues and developing alternatives and recommendations to resolve equal employment and diversity issues that may be barriers to achieving our diversity and human capital goals and increasing the awareness throughout the workforce of the rules, procedures, intent, and spirit of the Agency's EEO program.

Provides guidance and direction to staff and collateral duty special emphasis program managers for the Federal Women's, Asian/Pacific Islander, Native American, Hispanic Employment, Black Employment, People with Disabilities; Sexual Orientation; and Older Workers' Programs.

Performs personnel management functions such as assignment and review of work; approval of leave; identification of training needs and evaluation; recommendation of incentives such as promotions, performance, and honorary awards; initiation of disciplinary actions as required; initiation of personnel actions for new appointments, promotions, reassignments, and details or temporary assignments within the Office to facilitate shifting workloads or program emphasis; and keeping employees apprized of management and personnel policies. Interviews candidates for positions and makes selections. Hears and resolves complaints from employees. Establishes performance standards and reviews and evaluates performance of individual staff in achieving the program objectives, goals and ensuring consistency with Agency and regional policies.

Administers and monitors the Senior Environmental Employment Program (SEEP) for the Region. Develops operating procedures and instructions. Provides oversight and guidance for the SEEP coordinators and task monitors. Collaborates with the National Program Manager to achieve program goals and objectives.

Manages the Minority Business Enterprise/Women's Business Enterprise, Small and Disadvantaged Business Utilization (SBDU), and Service to Veteran-Owned Business programs. Plans, develops and administers overall strategies and initiatives necessary to meet program objectives. Provides regional oversight to ensure compliance with policies and guidance, and makes recommendations to enhance participation in and utilization of these programs.

Performs other duties as assigned.

FACTOR 1 Knowledge Required by the Position FL 1-8 1550 PTS

Mastery of the concepts, principles, methods, laws, executive orders, regulatory and policies governing Federal EEO, including relevant judicial and administrative decisions, sufficient to plan, organize, direct, and evaluate the Region's equal employment opportunity program and ensure equal opportunity regardless of race, religion, color, age, national origin, sex and physical or mental handicap.

Mastery level knowledge of laws, regulations, court decisions and issues related to the Federal EEO program and other complaints and appeals programs in order to deal effectively and innovatively with EEO problems and to prepare and present recommendations for immediate and long-term solutions to complex individual or systemic problems.

Knowledge and skill in the application of analytical techniques to solve complex and unstructured management problems, i.e. evaluate program goals and objectives and make periodic adjustments to improve functions and products. Expertise in exercising judgment to sort out the most important problems and to frame feasible options. Determine methods and plans to be used for the most effective and efficient accomplishment of program goals and objectives.

In-depth knowledge of Federal Personnel principles, concepts, laws, regulations, policies and procedures and the interrelationship with EEO programs to identify systemic problems and barriers to equal opportunity.

Comprehensive knowledge of the agency mission, organization, policies, occupations, and work force composition by occupations, grade levels, race, sex, and other relevant characteristics, to identify the need for action, determine effective causes of actions, and develop workable solutions.

Comprehensive knowledge of Minority Business Enterprise/Women's Business Enterprise, Small Business Development Utilization, and Service to Disabled Veteran's program requirements sufficient to plan, develop and administer strategies and initiatives necessary to meet program objectives.

Ability to analyze and interpret complex regulations, policies, judicial and administrative decisions to develop regional policies, guidelines and procedures.

Knowledge of and skill in negotiation, conciliation, oral and written communication to resolve controversial issues and negotiate policy decisions with program managers.

Ability to manage: to oversee the EPA, directing changes or corrective action and recommending decisions on significant, controversial issues; to make the most effective use of resources to achieve program objectives; to determine the training needs of full-time/collateral-duty personnel and to effect that training.

FACTOR 2 Supervisory Controls FL 2-5 650 PTS

Works under the administrative direction of the Assistant Regional Administrator of the Office of Policy & Management, who establishes broad goals and objectives. The incumbent exercises sound judgment and a high degree of independence and initiative to plan, organize, direct, review and evaluate the programs administered by the Office of Civil Rights. The incumbent is delegated responsibility and authority to make independent decisions, commitments, and agreements with regard to these programs and ensure mission objectives are appropriately addressed. Completed work is evaluated on the fulfillment of program objectives and recommendations made by the incumbent are usually accepted as technically authoritative and usually without significant changes.

FACTOR 3 Guidelines FL 3-5 650 PTS

Guidelines include laws, regulations, statutes, policies, EPA directives and court decisions related to federal personnel management, EEO, EPA financial, grants and contracts management. Guidelines generally state broad objectives, suggest methods of achieving objectives, and provide some limits on what kinds of action may be taken. The incumbent uses seasoned judgment in interpreting basic legislation, broad court decisions, government-wide policies to determine appropriate action or formulate operating policies, taking into consideration the impact such policies have on the Region.

FACTOR 4 Complexity FL 4-5 325 PTS

Responsibilities involve advising organizational decision-makers on resolution of complex problems, necessary changes to management policies and practices, and development of affirmative employment plans and programs. Interprets varied, complex situation and issues in the context of the requirements of laws, regulations, policies, court and administrative decisions. Develops policy guidance, short and long-range program goals, instructions, letters, and special reports. Decisions regarding what must be done and arrived at through continuing evaluation and analysis of program operations, changes in program emphasis and direction; changing conditions in the organization to include changing levels of program resources, and the decisions potential impact on Region 4 personnel management and equal employment opportunity programs. Work requires a high degree of judgment in settling program priorities, recommending changes in program direction and recommending actions to correct problem situations. Incumbent's actions may create or change Region 4 policy and establish criteria for resolving similar problems in the future. The incumbent is responsible for the design and operation of the policies, plans and programs, including: detailed program planning, resource proposal and allocation; training and oversight of full-time and collateral-duty personnel; program evaluation and adjustment; and integration of the policies, plans and programs with several related EPA programs (e.g. personnel and legal).

FACTOR 5 Scope and Effect FL 5-5 325 PTS

Incumbent is the primary official assigned to manage the Office of Civil Rights with responsibility for planning, development, implementation, monitoring and evaluation of the Regional EEO, MBE/WBE and SEEP programs. The incumbent provides advisory and consultant services on difficult problems to all organizational and management levels throughout the Region; sets short-term and long-term program goals, and develops substantive information for use by the Regional Administrator/Assistant Regional Administrator on a wide variety of problems and issues. The program operates to identify and eliminate barriers, which cause systematic discrimination; and faster innovative plans and strategies that will result in positive changes. The work efforts contribute toward the overall adequacy and effectiveness of Region 4's Equal Employment Opportunity Program, MBE/WBE and SEEP programs. These programs have significant potential impact on current and future employees, as well as, the public and private sectors.

FACTOR 6 Personal Contacts FL 6-3 60 PTS

Personal contacts are with Regional Administrator/ Assistant Regional Administrator, Division and Office managers and EEO staff members. Liaison is with representatives from EPA Headquarters, the Office of Personnel Management, and the EEO Commission. The atmosphere under which these contacts must take place is often charged due to the sensitivity of issues, problems and solutions discussed.

FACTOR 7 Purpose of Contacts FL 7-4 220 PTS

The purpose of contacts is to (1) provide advisory and consultant services to employees, managers and supervisors on difficult EEO problems and leads all other complex issues resulting from program planning, development, implementation, and evaluation; (2) coordinate program plans and proposals. Contacts outside of EPA are to: (1) resolve conflicts in interpretation of external EEO policies for proper adaptation to Region 4 organization structure and management philosophy; (2) exchange information on program activities of mutual concern; (3) attend conferences and participate in workshops and seminars as a resource person or presenter; (4) develop recruiting sources; (5) negotiate agreements; and (6) promote understanding and interest in OCR programs and activities.

FACTOR 8 Physical Demands FL 8-1, 5PTS

The work is sedentary. No special physical demands are involved in performing the work.

FACTOR 9 Work Environment FL 9-1, 5 PTS

Work is generally performed in offices or conference rooms that are adequately lighted, heated, and ventilated.

Total Points: 3790

GS-14 Point Range: 3605-4050

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Atlanta, GA		2. POSITION NUMBER [REDACTED]	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position Program Series, GS-0301, 1/79; + USOPM Admin Analysis GEG, 8/90. USOPM PCFF for Misc Admin					
b. Title		c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Regional Diversity Manager	GS	0301	14	001
4. Supervisor's Recommendation		GS	0301	14	
5. ORGANIZATIONAL TITLE OF POSITION (if any) Regional Diversity Manager		6. NAME OF EMPLOYEE [REDACTED]			
7. ORGANIZATION (Give complete organizational breakdown)		e. Veronica Robertson			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Office of Policy and Management		g.			
c. Deputy ARA Employee Svc + Env. Info Mgmt.		h. Employing Office Location			
d. Immediate Office of Civil Rights		i. Organization Code [REDACTED]			
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor [REDACTED]		d. Typed Name and Title of Second-Level Supervisor [REDACTED]			
b. Signature [REDACTED]		c. Date [REDACTED]		e. Signature [REDACTED]	
f. Date [REDACTED]					
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: GS-14					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input checked="" type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input checked="" type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive		f. Functional Classification Code —			
g. Bargaining Unit Code 8888		h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (<input checked="" type="checkbox"/> % of time) <input type="checkbox"/> This position is subject to random drug testing ()		i. Classifier's Signature [REDACTED]	
j. Date [REDACTED]					
11. REMARKS Previously classified PD. Coversheet updates supervisory signatures. Excluded from Bargaining Unit due to duties of an HR Capacity					

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Atlanta, GA		2. POSITION NUMBER [REDACTED]	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position <i>US OPM PCF for Misc. Admin & Program Series, GS-301, 1/79; US OPM Admin Analysis GEG, 8/90.</i>					
		b. Title		c. Pay Plan	d. Series
Official Allocation	<i>PT Regional Diversity Manager</i>		<i>GS</i>	<i>0301</i>	<i>14</i>
4. Supervisor's Recommendation		<i>Diversity Program Manager</i>		<i>GS</i>	<i>0301</i>
5. ORGANIZATIONAL TITLE OF POSITION (if any) <i>Diversity Program Manager</i>			6. NAME OF EMPLOYEE [REDACTED]		
7. ORGANIZATION (Give complete organizational breakdown)			e. Immediate Office		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. Region 4			g.		
c. Office of Policy and Management			h. Employing Office Location Atlanta, GA		
d. <i>Deputy ARA, Employee Svc. & Environ. Info Mgmt</i>			i. Organization Code [REDACTED]		
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor			d. Typed Name and Title of Second-Level Supervisor		
[REDACTED]			[REDACTED]		
b. Signature		c. Date	e. Signature		f. Date
[REDACTED]			[REDACTED]		
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential					
<input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation		c. Financial Disclosure Form		d. "Identical, Additional" (IA) Allocation	
<input type="checkbox"/> 1 Low <input checked="" type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input checked="" type="checkbox"/> No financial disclosure forms required		This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
				e. FLSA Determination	
				<input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Executive	
				f. Functional Classification Code	
g. Bargaining Unit Code		h. Check, if applicable:		i. Classifier's Signature	
<i>8888</i>		<input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (___ % of time) <input type="checkbox"/> This position is subject to random drug testing ()		[REDACTED]	
				<i>Debi Thomas</i>	
11. REMARKS <i>Excluded from Bargaining Unit due to duties of an HR capacity.</i>					

INSTRUCTIONS

I. ITEMS

- 1) DUTY LOCATION:** Show the geographical location of the position, e.g., Washington D.C., New York, NY, etc.
- 2) POSITION NUMBER:** To be completed by Human Resources Office or Shared Service Center.
- 3) CLASSIFICATION ACTION:** To be completed by Human Resources Office or Shared Service Center.
- 4) SUPERVISOR'S RECOMMENDATION:** Show the title service (GS, WG, etc) series and grade recommended by the supervisor.
- 5) ORGANIZATIONAL TITLE:** Indicate the organizational title of the position if any, e.g., Division Director, Team Leader, etc.
- 6) NAME:** Name of Employee. If vacant, indicate "vacancy."
- 7) ORGANIZATION:** Show the organizational designation of the position starting with the first subdivision under the EPA. Indicate the official organizational code for the lowest approved organization.
- 8) SUPERVISORY/MANAGERIAL DESIGNATION:** To be completed by immediate supervisor.
- 9) SUPERVISORY CERTIFICATION:** To be certified by the first and second line supervisors who are delegated the responsibility for assigning and reviewing work. Reference appropriate delegations, manuals, and guidelines for limitations on signatory authority. Approval by second line supervisors is not required if the immediate supervisor is an Assistant Administrator, Regional Administrator or Laboratory Director. Signing the position description is an important responsibility; any intentional false or misleading statement in this description or willful misrepresentation thereto is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both (18 U.S.C. 1001).
- 10) OFFICIAL CLASSIFICATION CERTIFICATION:** To be completed by Human Resources Office or Shared Service Center.
- 11) REMARKS:** To be completed by Human Resources Office or Shared Service Center.

II. ADDITIONAL INSTRUCTIONS

Type the duties and responsibilities of this position on plain bond paper and attach to this form.

For specific instructions on how to complete this form, please contact your Human Resources Office or Shared Service Center.

III. DISTRIBUTION

Original to official position description file in the Human Resources Office.
Copy to Official Personnel Folder (OPF)
Copy to Employee

POSITION DESCRIPTION AMENDMENT

EMPLOYEE'S NAME [REDACTED]	ORGANIZATION LOCATION OF POSITION Office of Policy and Management Deputy Assistant Regional Administrator for Employee Services & Environmental Information Management
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POSITION TITLE Regional Diversity Manager	SERIES 301	GRADE 13/14	POSITION NUMBER [REDACTED]
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AMENDMENT

Change the first sentence of the PD to: "The position is assigned to the Deputy Assistant Regional Administrator for Employee Services & Environmental Information Management." Change the third paragraph to, "In coordination with the EEO manager, serves as principal advisor to the Deputy Assistant Regional Administrator and to senior management..."

CLASSIFIER'S SIGNATURE [REDACTED]	DATE [REDACTED]	SUPERVISOR'S SIGNATURE [REDACTED] Wanda L. Johnson	DATE [REDACTED]
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Regional Diversity Manager
GS-0301-14

Introduction:

Primary Purpose: This position is assigned to the Assistant Regional Administrator for Office of Policy and Management, EPA Region 4, Atlanta, Georgia. The primary purpose of the position is to manage all the Region's diversity initiatives. The employee is responsible for planning and implementing programs that will serve the diversity goals for the Agency and the Region. The employee is responsible for overseeing all diversity/diversity action plan special projects assigned and for determining Regional work methods and procedures to ensure completion of assigned programs/projects relating to diversity, EEO, Diversity Action plan, human resources, training, resources, analytical studies, and reports.

Major Duties:

Works closely with the Employee Leadership Advisory Council (ELAC), Human Capital Management Branch, and the Office of Civil Rights on areas of recruitment, training, awards, and workforce development as they pertain to the advancement of women, minorities, and persons with disabilities, and as they pertain to other diversity objectives identified for the Region.

In coordination with the EEO Manager, serves as principal advisor to the Assistant Regional Administrator and to senior management on diversity goals for the Region. Advice includes specific quality human capital improvements for the Region to attain and maintain the diversity goals, such as aligning organizational processes and reinforcing new practices along with researching analytical techniques and searching for relevant literature. Recognizes Region-wide human capital issues/concerns as they relate to diversity and recommends corrective actions. Plan and facilitates effective program communication between the Region and Headquarters.

Communicates and coordinates with Division Directors to ensure a unified approach to the diversity needs of the Region.

Responsible for setting-up and maintaining a Diversity Council, which will include a cross-section of Region 4 workforce representing segments of the workforce (e.g., Special Emphasis Program Managers, other employee groups, and management officials) and for planning and directing council activities.

Facilitates periodic briefings between Diversity Council members and senior staff to keep them informed of issues and concerns, and follows up with recommendations and solutions.

With the advice and input of the Diversity Council, updates and implements the Regional Diversity Action Plan (DAP). Activities related to the DAP include:

Recruitment and Outreach: Identifying barriers to having an effective recruitment plan that reaches out to a diverse population; makes solution-recommendations to remove barriers; and participates with appropriate offices, along with council members, in carrying out those

objectives.

Workplace Issues: Ensuring diversity and fairness in areas such as promotions, awards, training and workforce development, with input from the Council; develops and implements recommendations to address problems in these areas.

Analyzes and evaluates, on a quantitative and qualitative basis, the effectiveness of the DAP plans in meeting the established goals and objectives. Overall goal is to meet organizational objectives, customer needs, enhancing teamwork and improving the Region's overall performance to attain and maintain the diversity goals.

Surveys and communicates with members of the workforce to identify areas where diversity and fairness can improve the workplace environment. Forms and directs workgroups where necessary to address problems identified. Prepares reports and briefings on results of surveys or studies and is responsible for the collection, interpretation, and analysis of quantitative and qualitative data relevant to diversity, EEO, DAP, and human capital.

Monitors progress in meeting DAP objectives and provides periodic reports/briefings to management officials and all employees on DAP status. Performs analytical and evaluative work associated with diversity, DAP, EEO, and human resources activities. Develops, analyzes, evaluates, advises on, or improves the effectiveness of Regional work methods and procedures as related to diversity, DAP, EEO, human resources, and similar functions related to diversity and capital management. Various analytical techniques are used, many of a complex nature.

Coordinates with other Federal Agencies for the purpose of determining best practices in the areas of recruitment, retention, human capital management, workforce development, etc. as they relate to diversity.

Performs other duties as assigned.

Factor 1: Knowledge Required by the Position

Level 1-8, 1550 points

Mastery of the statutes, concepts, principles, regulations, and policies governing Federal Equal Employment Opportunity in order to plan, organize, and implement a comprehensive regional diversity program, as well as to provide expert advice to management officials on diversity issues.

Mastery of the concepts, principles, and methods of human resources to develop broad guidelines or regulations or to conduct projects to resolve complex systematic problems for Region 4.

Comprehensive knowledge of the range of administrative laws, policies, regulations, and precedents applicable to the administration of one or more important public programs.

Knowledge of Agency program goals and objectives, the sequence and timing of key program events and milestones, and methods of evaluating the worth of program accomplishments.

Ability to collaborate, develop positive working relationships, and influence outcomes where there is no direct line of authority through the effective use of professional diplomacy.

Mastery of a wide range of qualitative and/or quantitative methods for the assessment and improvement of program effectiveness or the improvement of complex management processes and systems.

Factor 2: Supervisory Controls

Level 2-5, 650 points

The supervisor provides general administrative direction with assignments in terms of broadly defined outcomes. The employee is typically delegated complete responsibility and authority to plan, schedule, and carry out programs, projects, initiatives, or studies as they relate to diversity. Analyses, evaluations, and recommendations developed by the employee are normally reviewed by management officials only for potential influence on broad agency policy objectives and program goals. The employee exercises judgement in planning and carrying out assignments. Findings and recommendations are normally accepted without significant change.

Factor 3: Guidelines

Level 3-5, 650 points

Guidelines include laws, Executive Orders, OPM and EEOC regulations, departmental instructions and regulations, policy statements, and government-wide directives. The employee uses judgement and discretion in determining intent, and in interpreting and revising existing policy and regulatory guidance for use by others within and outside the employing organization. The employee is recognized as an expert in the development and/or interpretation of guidance on program planning and evaluation in a specialized area.

Factor 4: Complexity

Level 4-5, 325 points

Performs complete assignments individually involving a wide variety of duties, employing a broad range of fact-finding and analytical techniques, and requiring decisions in interpreting varied and complex factual situations in the context of the requirements of laws, regulations, or policies. Analyzes interrelated issues of effectiveness; efficiency, and productivity of substantive mission-oriented programs. Develops detailed plans, goals, and objectives for the long-range implementation and administration of the program, and/or develops criteria for evaluating the effectiveness of the program. Decisions concerning planning, organizing, and conducting studies are complicated by conflicting program goals and objectives. Assignments are complicated by the need to deal with subjective concepts, the quality and quantity of actions are measurable primarily in predictive terms, and findings and conclusions are highly subjective and not readily susceptible to verification through replication of study methods or re-evaluation of results. Options, recommendations, and conclusions take into account and

give appropriate weight to uncertainties about the data and other variables which affect long-range program performance.

Factor 5: Scope and Effect

Level 5-5, 325 points

The Regional Diversity Manager is assigned primary responsibility for planning and implementing programs that will serve the diversity goals for the Region. The incumbent conducts projects, studies, or surveys designed to assist the Region in identifying the goals and to eliminate any major barriers for achieving these goals. Develops diversity plans, goals, objectives, and milestones or evaluates the effectiveness, of programs conducted throughout the Region. Identifies and develops ways to resolve problems or cope with issues which directly affect the accomplishment of the diversity goals and objectives, which ultimately impacts the accomplishment of the Region's mission, goals, and objectives.

Factors 6 & 7: Personal Contacts and Purpose of Contacts

Level 3C, 180 points

Personal contacts are generally with executives, managers, or supervisors in the Region, as well as Headquarters. Contacts will also include executives, managers, or supervisors outside the agency.

The purpose of contacts is to consult on, justify, persuade, or settle matters involving diversity issues and goals, or Diversity Council recommendations.

Factor 8: Physical Demands

Level 8-1, 5 points

The work is primarily sedentary, although some slight physical effort may be required.

Factor 9: Work Environment

Level 9-1, 5 points

Work is typically performed in an adequately lighted and climate controlled office. May require occasional travel.

Total Points: 3690

Point Range GS-14: 3605-4050

Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employee's time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.

Employee Information		Percentage of Time Spent on Extramural Resources Management	
Name			<input checked="" type="checkbox"/> This position has no extramural resources management responsibilities.
Position Number			Total extramural resources management duties occupy less than 25% of time.
Title	DIVERSITY PROGRAM MANAGER		Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
Series/Grade	0301-14		Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
Organization	OPM/OFC. OF STRATEGIC HC & WORKPLACE INNOVATIONS		

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature		Date	
Personnel Specialist's Signature		Date	

Part 1. Contracts Management Duties

			Monitors management and performance of delivery orders/work assignments after award
Pre-award:			Defines scope of work for work assignments
Plans Procurements			Approves payment requests of ACH drawdowns
Estimates Costs			Manages cost-reimbursement contracts
Obtains funding commitments			Reviews invoices
Prepares procurement requests			Inspects and accepts deliverables
Writes statements of work			Other (list)
Reviews statements of work			
Processes unsolicited proposals			
Responds to pre-award inquiries			
Participates in pre-award conferences			Close-out:
Conducts technical evaluation of proposals			Writes reports on contractor performance, costs, and tasks performed
Participates in debriefing/protests			Reconciles payments with work performance
Other (lists)			Closes-out payments
			Performs cost accounting
Post-award:			Provides assistance to Contracting Officer in settling claims
Prepares delivery orders			Other (list)
Reviews contractor work plans			
Reviews contractor progress reports			
Monitors government-furnished property			
Monitors cost, management, and overall technical performance of contract after award			Percentage of Time Spent on Contracts Management
			%

Continued

Part 2. Grants/Cooperative Agreements Duties		Advises Grants Management Office of potential problems/issues
Pre-application/Application:		Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions
Prepares solicitation for proposals		Approves payments requests or ACH drawdowns
Identifies potential grantees for area of program emphasis		Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office
Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)		Negotiates amendments
Provides administrative information to applicants		Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)
Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant		When necessary, recommends termination of the agreement
Assists applicant in resolving issues in application		Resolves with Grants Management Office administrative and financial issues
For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement		Conducts periodic reviews to ensure compliance with agreement
Negotiates level of funding		Other (list)
Conducts site visits to evaluate program capability		Close-out:
Serves as resource to Selection Panel		Certifies deliverables were satisfactory and timely
Informs applicants of funding decisions		Provides assistance to recipients and Grants Management Office to ensure timely close-out
Other (list)		Reconciles payment with work performed
		Notifies recipient of close-out requirements
Award:		Obtains legal assistance if necessary to resolve incomplete close-out
Prepares funding package, including Decision Memorandum		If project is audited, responds to issues and ensures recipient complies with audit recommendations
Obtains concurrences/approvals		Other (list)
Reviews/concurs in completed document		
Establishes project file		Percentage of Time Spent on Grants/Cooperative Agreements Management
Other (list)		
Project Management/Administration:		
Monitors recipient's activities and progress		
Reviews reports and deliverables and notifies recipient of comments		
Provides technical assistance to recipients		
Part 3. Interagency Agreements Duties		
Pre-Agreement:		Monitors cost management and overall technical performance
Plans and negotiates work effort		Participates in decisions about project modification/termination
Estimates costs		Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)
Obtains funding commitments		Inspects and accepts deliverables
Prepares commitment notice		Other (list)
Writes or reviews scope of work		
Responds to pre-agreement inquiries		Close-out:
Participates in pre-agreement conferences		Reviews final report
Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)		Decides on disbursement of equipment
Negotiates and ensures execution of Superfund State Contracts (Superfund only)		Reconciles payments with work performed
Performs technical evaluation of work plan and budget		Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
Prepares funding package and obtains necessary concurrences		Certifies deliverables
Other (list)		Resolves close-out issues with Grants Management Office/other agency
		Other (list)
Project Management/Administration:		
Reviews progress reports/financial reports		Percentage of Time Spent on Interagency Agreements Management:

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Atlanta GA		2. POSITION NUMBER [REDACTED]	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position		US OPM PCF for Mgmt & Program Analysis Series, GS-343, 8/90; US OPM Administrative Analysis Grade Evaluation Guide, 8/90.			
b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC	
Official Allocation	Management & Program Analyst	GS	0343	12	001
4. Supervisor's Recommendation	Management Analyst	GS	0343	12	
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE [REDACTED]			
7. ORGANIZATION (Give complete organizational breakdown)		e. CIVIL RIGHTS SECTION Office of Civil Rights			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. REGION 4		g.			
c. OFFICE OF POLICY AND MANAGEMENT		h. Employing Office Location ATLANTA, GA			
d. OFFICE OF STRATEGIC HUMAN CAPITAL & WORKPLACE INNOVA		i. Organization Code [REDACTED]			
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor		d. Typed Name and Title of Second-Level Supervisor			
[REDACTED]		[REDACTED]			
b. Signature	c. Date	e. Signature		f. Date	
[REDACTED]	[REDACTED]	[REDACTED]		[REDACTED]	
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input checked="" type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input checked="" type="checkbox"/> No financial disclosure forms required	d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	e. FLSA Determination <input checked="" type="checkbox"/> NONEXEMPT <input type="checkbox"/> EXEMPT* (*check exemption category) <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive	f. Functional Classification Code	
g. Bargaining Unit Code 1097-	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (<u>4</u> % of time) <input type="checkbox"/> This position is subject to random drug testing ()		i. Classifier's Signature		i. Date
[REDACTED]		[REDACTED]		[REDACTED]	
11. REMARKS Previously classified PD. New coversheet updates supervisory signatures. 2/23/11 - DT BUS changed per OPM; effective 2/10/2013. [initials] <div style="text-align: right;"> Pen & ink change to update org. name in PD. Pen & ink change made to Org. name/code due to reorg. Effective 10/24/12 </div>					

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Atlanta, Georgia		2. POSITION NUMBER [REDACTED]	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position					
		b. Title	c. Service	d. Series	e. Grade
Official Allocation		Management & Program Analyst	GS	0343	12
4. SUPERVISOR'S RECOMMENDATION		Management and Program Analyst	GS	343	12
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE		
7. ORGANIZATION (give complete organizational breakdown)					
a. U. S. ENVIRONMENTAL PROTECTION AGENCY			e. Civil Rights Section		
b. Region 4			f.		
c. Office of Policy and Management			g.		
d. Office of Strategic Human Capital Management & Workplace			h. Organizational Code [REDACTED]		
8. SUPERVISORY/MANAGERIAL DESIGNATION					
<input type="checkbox"/> [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide.					
<input type="checkbox"/> [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.					
<input type="checkbox"/> [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.					
<input type="checkbox"/> [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.					
<input type="checkbox"/> [T] "Team Leader" This position meets the requirements for coverage under Part II of the General Schedule Leader Grade Evaluation Guide.					
<input checked="" type="checkbox"/> [N] None of the above applies. This is a non-supervisory/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor			d. Typed Name and Title of Second-Level Supervisor		
[REDACTED]			[REDACTED]		
b. Signature		c. Date	e. Signature		f. Date
[REDACTED]		[REDACTED]	[REDACTED]		[REDACTED]
10. OFFICIAL CLASSIFICATION CERTIFICATION					
a. <input checked="" type="checkbox"/> This position has no promotion potential.		<input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:		b. Fair Labor Standards Act <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt	
				c. Functional Code 00	
d. Bargaining Unit Code 0023	e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (___ % of time) <input type="checkbox"/> This position is subject to random drug testing ()		f. Signature [REDACTED]		g. Date [REDACTED]
11. REMARKS <u>STATEMENT OF DIFFERENCE:</u>					

POSITION DESCRIPTION AMENDMENT

EMPLOYEE'S NAME

[REDACTED]

ORGANIZATION LOCATION OF POSITION

**Office of Strategic Human Capital
Management & Workplace Innovations,
Civil Rights Section**

POSITION TITLE

Management and Program Analyst

SERIES

0343

GRADE

12

POSITION NUMBER

[REDACTED]

AMENDMENT

The following Major Duties and Responsibilities are added to current PD:

Serves as the office's liaison to the budget and/or finance office to provide information, monitor budgets, submit requests or changes, and similar activities. Gathers, reviews, and/or verifies a variety of narrative information and statistical data needed in the formulation, presentation, and/or execution of the office's budget. Cross-checks the accuracy of budget data. Adjusts inconsistencies and corrects errors. Ensures all necessary supporting documents are present.

Performs a variety of duties to support web-based systems. Manages, administers, and ensures security, maintenance and operations of database systems. Plans for the total database environment including database management systems, data dictionaries, security systems, communication software, and end-user software. Maintains and updates the office's intranet site. Makes recommendations to the Office Chief regarding ways to ensure the most efficient use of the site, researches best practices, creates links to related databases, etc.

Prepares a wide variety of written reports, including charts, graphs, spreadsheets in a format that is suitable for dissemination and future reference by others. Assembles data in both graphic and narrative form, noting any inconsistencies or areas where the data appear inconclusive.

Serves as Editor-in-Chief for the Office's Newsletter. Prepares and publishes final newsletter through coordinating the submission of articles and posting of newsletter on Regional LAN in the required format.

Delete: Prepares or assists in the preparation of written reports, including charts, graphs, spreadsheets in a format that is suitable for dissemination and future reference by others. Assembles data in both graphic and narrative form, noting any inconsistencies or areas where the data appear inconclusive.

CLASSIFIER'S SIGNATURE

[REDACTED]

DATE

SUPERVISOR'S SIGNATURE

[REDACTED]

DATE

Management and Program Analyst
GS-0343-12

Introduction:

Civil Rights Section

This position is located in the ~~Equal Employment Opportunity Office~~, Office of Policy and Management, U. S. Environmental Protection Agency, Region 4, Atlanta, Georgia.

Major Duties and Responsibilities:

Serves as an analyst to management on the evaluation of the effectiveness and efficiency of program operations. Analyzes and evaluates, on a quantitative or qualitative basis, the effectiveness of programs or operations in meeting established goals and objectives. Analyzes and prepares program status reports for review at all levels.

Incumbent is responsible for analyzing and evaluating problems and issues involving equal employment opportunity and related information management issues. Researches problems and/or reviews issues, and evaluates the need for additional information, coordinating and consulting with regional personnel. Potential solutions or options are analyzed and presented as alternative options for consideration.

Researches, collects, compiles and/or tracks data and statistical information using a variety of databases established in support of the EEO program. Serves as the point of contact with lead responsibility for database statistical tracking.

Prepares or assists in the preparation of written reports, including a wide variety of charts, graphs, spreadsheets in a format that is suitable for dissemination and future reference by others. Assembles data in both graphic and narrative form, noting any inconsistencies or areas where the data appear inconclusive.

Plans and/or accomplishes special projects. Performs a variety of duties related to special projects involving program issues that contain complicating elements. Gives oral and/or written reports on study results, findings and recommendations. Prepares results for presentation at meetings with various groups with shared interests.

Performs other duties as assigned.

Factor 1: Knowledge Required by the Position

Level 1-7, 1250 points

Knowledge of the statutes, concepts, principles, and policies governing federal equal employment opportunity and nondiscrimination.

Knowledge and skill in applying analytical and evaluative methods and techniques to issues or studies concerning the efficiency and effectiveness of program operations

Knowledge of major issues, program goals and objectives, work processes and administrative operations of the organization.

Ability to establish and maintain effective relationships with and gain the cooperation of supervisors, managers, co-workers on complex issues.

-Skill in written and oral communication sufficient to prepare and present findings and recommendations.

Factor 2: Supervisory Controls

Level 2-4, 450 Points

The supervisor establishes overall objectives and resources available. The supervisor and incumbent jointly develop projects, priorities and deadlines. The incumbent independently plans and carries out assignments, interprets policy, coordinates work with others, resolves most of the conflicts that arise, and keeps the supervisor informed of far-reaching implications. Completed work is reviewed mainly for soundness of results obtained. Novel problems or matters involving serious consequences which may arise are referred to supervisor for additional guidance.

Factor 3: Guidelines

Level 3-4, 450 Points

Technical, regulatory, and policy guidelines are often broad and nonspecific. The incumbent is required to use resourcefulness and perception based on experienced judgment, to adapt or interpret general guidelines; to deviate from or extend traditional practices, methods, and techniques; or to resolve situations where precedents are not available or not applicable.

Factor 4: Complexity

Level 4-4, 225 Points

The work involves gathering information, identifying and analyzing issues, and developing recommendations to resolve substantive problems of effectiveness and efficiency of work operations in a program or program support setting. Issues, problems or concepts are not always susceptible to direct observation and analysis. Difficulty is encountered in measuring effectiveness and efficiency due to variations in the nature of administrative processes. Information may be conflicting or incomplete, or is otherwise difficult to document. Originality is required in refining existing work methods and techniques for application to the analysis of specific issues or resolution of problems.

Factor 5: Scope and Effect

Level 5-4, 225 Points

Assesses the effectiveness and efficiency of program operations and/or analyzes and resolves problems related to equal employment opportunity issues. Establishes criteria to measure and/or predict the attainment of program or organizational goals and objectives. Contributes to improvement in program operations and/or administrative support activities throughout the region.

Factors 6&7: Personal Contacts & Purpose of Contacts

Level 3C, 180 Points

Personal contacts are with employees and managers at all levels both inside and outside the Agency. Contacts vary in content and the role and authority of each party must be established during the meeting. The purpose of the contacts is to plan, develop, coordinate projects. Problems are sometimes encountered due to resistance to change and entrenched, but inefficient practices. Incumbent must anticipate areas of resistance and controversy and present ideas fairly, accurately, and persuasively, while encouraging cooperation.

Factor 8: Physical Demands

Level 8-1, 5 Points

The work is sedentary in nature. No special physical demands are required to perform the work.

Factor 9: Work Environment

Level 9-1, 5 Points

The work is performed in an office setting.

Total Points: 2790

Point Range GS-12: 2755-3150

Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employee's time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.

Employee Information		Percentage of Time Spent on Extramural Resources Management	
Name	<div style="background-color: black; width: 100%; height: 40px;"></div>		<input checked="" type="checkbox"/> This position has no extramural resources management responsibilities.
Position Number			Total extramural resources management duties occupy less than 25% of time.
Title	Management Analyst		Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.

Series/Grade	343/12		Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
Organization	Office of Policy and Management		

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature	<div style="background-color: black; width: 100%; height: 20px;"></div>	Date	<div style="background-color: black; width: 100%; height: 20px;"></div>
Personnel Specialist's Signature	<div style="background-color: black; width: 100%; height: 20px;"></div>	Date	<div style="background-color: black; width: 100%; height: 20px;"></div>

Part 1. Contracts Management Duties

			Monitors management and performance of delivery orders/work assignments after award
Pre-award:			Defines scope of work for work assignments
Plans Procurements			Approves payment requests of ACH drawdowns
Estimates Costs			Manages cost-reimbursement contracts
Obtains funding commitments			Reviews invoices
Prepares procurement requests			Inspects and accepts deliverables
Writes statements of work			Other (list)
Reviews statements of work			
Processes unsolicited proposals			
Responds to pre-award inquiries			
Participates in pre-award conferences			Close-out:
Conducts technical evaluation of proposals			Writes reports on contractor performance, costs, and tasks performed
Participates in debriefing/protests			Reconciles payments with work performance
Other (lists)			Closes-out payments
			Performs cost accounting
Post-award:			Provides assistance to Contracting Officer in settling claims
Prepares delivery orders			Other (list)
Reviews contractor work plans			
Reviews contractor progress reports			
Monitors government-furnished property			Percentage of Time Spent on Contracts Management
Monitors cost, management, and overall technical performance of contract after award			%

Continued

Part 2. Grants/Cooperative Agreements Duties	Advises Grants Management Office of potential
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			problems/issues
Pre-application/Application:			Participates in decisions/actions to ensure
	Prepares solicitation for proposals		successful project completion and in decisions to
	Identifies potential grantees for area of program emphasis		impose sanctions
	Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)		Approves payments requests or ACH drawdowns
	Provides administrative information to applicants		Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office
	Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant		Negotiates amendments
	Assists applicant in resolving issues in application		Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)
	For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement		When necessary, recommends termination of the agreement
	Negotiates level of funding		Resolves with Grants Management Office administrative and financial issues
	Conducts site visits to evaluate program capability		Conducts periodic reviews to ensure compliance with agreement
	Serves as resource to Selection Panel		Other (list)
	Informs applicants of funding decisions		
	Other (list)		
Award:			Close-out:
	Prepares funding package, including Decision Memorandum		Certifies deliverables were satisfactory and timely
	Obtains concurrences/approvals		Provides assistance to recipients and Grants Management Office to ensure timely close-out
	Reviews/concurs in completed document		Reconciles payment with work performed
	Establishes project file		Notifies recipient of close-out requirements
	Other (list)		Obtains legal assistance if necessary to resolve incomplete close-out
			If project is audited, responds to issues and ensures recipient complies with audit recommendations
			Other (list)
Project Management/Administration:			Percentage of Time Spent on Grants/Cooperative Agreements Management
	Monitors recipient's activities and progress		
	Reviews reports and deliverables and notifies recipient of comments		
	Provides technical assistance to recipients		
Part 3. Interagency Agreements Duties			
Pre-Agreement:			
	Plans and negotiates work effort		Monitors cost management and overall technical performance
	Estimates costs		Participates in decisions about project modification/termination
	Obtains funding commitments		Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)
	Prepares commitment notice		Inspects and accepts deliverables
	Writes or reviews scope of work		Other (list)
	Responds to pre-agreement inquiries		
	Participates in pre-agreement conferences		
	Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)		Close-out:
	Negotiates and ensures execution of Superfund State Contracts (Superfund only)		Reviews final report
	Performs technical evaluation of work plan and budget		Decides on disbursement of equipment
	Prepares funding package and obtains necessary concurrences		Reconciles payments with work performed
	Other (list)		Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
			Certifies deliverables
			Resolves close-out issues with Grants Management Office/other agency
			Other (list)
Project Management/Administration:			
	Reviews progress reports/financial reports		Percentage of Time Spent on Interagency Agreements Management:
			%